

**CERTIFICATION BY BIDDER REGARDING
EQUAL EMPLOYMENT OPPORTUNITY**

GENERAL

In accordance with Executive Order 11246 (30 F.R. 12319-25), the implementing rules and regulations thereof, and orders of the Secretary of Labor, a certification regarding Equal Opportunity is required of bidders or prospective contractors and their proposed subcontractors prior to the award of contracts or subcontracts.

CERTIFICATION OF BIDDER

Bidder's Name _____

Address _____

IRS Employer Identification Number _____

Job Description _____

1. Participation in a previous contract or subcontract.
 - a. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. ☐ YES ☐ NO
 - b. Compliance reports were required to be filed in connection with such contract or subcontract. ☐ YES ☐ NO
 - c. Bidder has filed all compliance reports required by Executive Orders 10925, 11114, 11246, or by regulations of the Equal Employment Opportunity Commission issued pursuant to Title VII of the Civil Rights Act of 1964. ☐ YES ☐ NO
 - d. If answer of Item c. is "No", please explain in detail on reverse side of this certification.

2. Dollar amount of bid: \$ _____

3. Anticipated performance period in days: _____

4. Expected total number of employees to perform the proposed construction: _____

Certification of Bidder Regarding Equal Employment Opportunity (continued)

5. Nonsegregated facilities.

a. Notice to prospective federally-assisted construction contractors

- (1) A Certification of Nonsegregated Facilities, as required by the May 9, 1967, Order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted to the recipient prior to the award of a federally-assisted construction contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause.
- (2) Contractors receiving federally-assisted construction contract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

The federally-assisted construction Contractor certifies that he/she does not maintain or provide any segregated facilities at any of his/her establishments, and does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The federally-assisted construction Contractor certifies further that he/she will not maintain or provide segregated facilities at any of his/her establishments, and will not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The federally-assisted construction Contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. The federally-assisted construction Contractor agrees that (except where he/she has obtained identical certifications from proposed Subcontractors for specific time periods) he/she will obtain identical certifications in duplicate from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he/she will retain the duplicate of such certifications in his/her files. The Subcontractor will include the original in his/her bid package.

Certification of Bidder Regarding Equal Employment Opportunity (continued)

6. Race or ethnic group designation of bidder. Enter race or ethnic group in appropriate box:

_____ White _____ Black _____ Hispanic
_____ Pacific Islander, Asian _____ American Indian, Aleut.

REMARKS: _____

Certification - The information above is true and complete to the best of my knowledge and belief.

Company Officer (Please Type)

Signature

Date

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Total Work Force Composition of the Company
City of Houston, Affirmative Action Requirements for All Construction Contracts

| | WHITE | | BLACK | | HISPANIC | | PACIFIC ISLANDER/ ASIAN | | ALASKA NATIVE/ AMER IND. | | TOTAL PERSONS | | TOTAL MINORITY | | TOTAL FEMALE | |
|-------------------------------|-------|---|-------|---|----------|---|-------------------------|---|--------------------------|---|---------------|---|----------------|---|--------------|---|
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| OFFICIALS AND ADMINISTRATORS | | | | | | | | | | | | | | | | |
| PROFESSIONALS | | | | | | | | | | | | | | | | |
| PARAPROFESSIONALS | | | | | | | | | | | | | | | | |
| TECHNICIANS | | | | | | | | | | | | | | | | |
| PROTECTIVE SERVICE WORKERS | | | | | | | | | | | | | | | | |
| SALES WORKERS | | | | | | | | | | | | | | | | |
| OFFICE AND CLERICAL | | | | | | | | | | | | | | | | |
| SKILLED CRAFT WORKERS | | | | | | | | | | | | | | | | |
| OPERATIVES (SEMI-SKILLED) | | | | | | | | | | | | | | | | |
| LABORERS (UNSKILLED) | | | | | | | | | | | | | | | | |
| SERVICE / MAINTENANCE WORKERS | | | | | | | | | | | | | | | | |
| OTHERS | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | |

This report includes all of the company's permanent work force. For description of job categories, see Pages CC-27 through CC-29.

Check One: ☐ Contractor ☐ Subcontractor DATE: _____

COMPANY: _____

**AFFIRMATIVE ACTION COMPLIANCE PROGRAM
FOR**

Name of Company

The Company's Affirmative Action Compliance Program shall consist of documented good faith efforts to comply with the goals, timetables, and objectives set forth in the following Affirmative Action steps:

- A. City of Houston's Specific Equal Employment Opportunity Policy and Clause as contained in City Council Ordinance No. 78-1538, passed August 9, 1978.
- B. Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity (Executive Order 11246).
- C. Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246).

Project: _____

Company Officer (Please Type)

Signature

Date

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

**CERTIFICATE FROM CONTRACTOR APPOINTING OFFICER OR EMPLOYEE
TO SUPERVISE PAYMENT OF EMPLOYEES**

Project Name _____ Date _____

Location _____ Project No. _____

(I) (We) hereby certify that (I am) (we are) the prime Contractor for _____

_____ (specify type of job)
in connection with construction of the above-mentioned Project, and that (I) (we) have appointed _____, whose signature appears below, to supervise the payment of (my) (our) employees beginning _____, 20____; that he/she is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance required by the Copeland Act and the City of Houston, which he/she is to execute with (my) (our) full authority and approval until such time as (I) (we) submit to the City of Houston a new certificate appointing some other person for the purposes hereinabove stated.

_____ Phone: _____
(Identifying Signature of Appointee)

Attest:

(Name of Firm or Corporation)

By: _____
(Signature)

By: _____
(Signature)

(Title)

(Title)

NOTE: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Copeland Act and the City of Houston.